

## Locating an SAP Requisition (PDP) in Carry out Sourcing

This procedure describes locating an inventory requisition created in SAP that was automatically pushed into SRM, these are known as Plan Driven Procurement (PDP). You are not able to locate the requisition by entering the SRM Requisition number. This end-user procedure will describe several ways that you can locate the requisition.

All Requisitions start with the number 1, so the only way to decipher the requisition is by the number of digits. SAP Requisitions will contain ten (10) digits, while SRM Requisitions will only contain eight (8) digits. Remember that they all will have the /1 or /2 and so on to represent the line items.

1. Select Purchasing from the left navigation pane
  - a. Under Create Documents, select Carry out Sourcing





## 2. The Carry out Sourcing screen display

- a. Enter the Purchasing Organization and the Central Purchasing Group (See first screenshot)
- b. Or, enter the External Shopping Cart (SAP Requisition Number) (See second screenshot)

**Assign Sources of Supply: Step 1 (Select Requisition)**

Previous Next Close

1 Select Requisition 2 Assign Sources of Supply (No Items) 3 Review Drafts (No Items) 4 Summary Screen (No Documents)

▼ Search Criteria: Requisitions

Number of Requisition:  Name of Requisition:

Item Description:  Product Category:

Product:  Supplier:

Requester:  External Requirement:

Purchasing Organization:  PennDOT Purchasing Organization Account Assignment Category:

Purchasing Group:  7801 Purchasing Group Account Assignment Number:

Priority:  Intended for Grouping: ☐

Delivery Date Range:  Include Locked Items: ☐

Delivery Date:  To:

Search

Select All Expand Collapse Hide Subordinate Outlines All Categories Reject Items

Requisition / Item Number	Description	Category	Priority	Quantity	Unit	Requester	Delivery Date	Supplier Number	Supplier Name
1000024892/1	CONCRETE,PAVEMEND VR,2GAL	30111500		80.000	EA	SRMRFC	08/04/2014		
1000025007/1	CONCRETE,PAVEMEND VR,2GAL	30111500		50.000	EA	SRMRFC	07/29/2014		
11585687/1	VEST SFTY TEARAWAY MSH PDR YGR L	46181507		30.000	EA	Manda Parr	12/19/2013	118289	UNIQUESOURCE PRODUCTS & SERVICES

▼ Search Criteria: Requisitions

Number of Requisition:  Name of Requisition:

Item Description:  Product Category:

Product:  Supplier:

Requester:  External Requirement:

Purchasing Organization:  Account Assignment Category:

Purchasing Group:  Account Assignment Number:

Priority:  Intended for Grouping: ☐

Delivery Date Range:  Include Locked Items: ☐

Delivery Date:  To:

Search

Select All Expand Collapse Hide Subordinate Outlines All Categories Reject Items

Requisition / Item Number	Description	Category	Priority	Quantity	Unit	Requester	Delivery Date	Supplier Number
1000024892/1	CONCRETE,PAVEMEND VR,2GAL	30111500		80.000	EA	SRMRFC	08/04/2014	

3. Once you have located your requisition you can follow the instructions for Sourcing a Requirement – Generate a Purchase Order or an RFx